

~~CONFIDENTIAL~~

OFFICE OR STAFF

Approved For Release 1999/09/07 : CIA-RDP78-03568A000800050003-5

OFFICE CODE

REQUEST DATE

APPROVAL DATE

CONTROL NO.

Page 1 of 2 Pages

OFFICE OF THE DIRECTOR

A

MAR 9 1954

65

DELETIONS

ADDITIONS

NET CHANGE

ORGANIZATION

ORGANIZATION
AND POSITION TITLE

SERIES & GRADE

POSITION NO.

ORGANIZATION
AND POSITION TITLE

SERIES & GRADE

POSITION NO.

NEW BR. &
DIV. TOTALS

CODE
(Machine Records)

OFFICE OF THE DIRECTOR

Delete all positions

25X9A2

OFFICE OF THE DIRECTOR

Director
Deputy Director
Special Assistant
Adm Of-Ex Asst Dir
Special Assistant
Special Assistant
Adm Of-Asst To Dir
Adm Of-Asst To Dir
Intel Officer-Asst
Adm Officer
Adm Officer
Adm Officer
Shorthand Reporter
Secretary (Steno)
Secretary (Steno)
Secretary (Steno)
Secretary (Steno)
Secretary (Steno)
Adm Assistant
Secretary (Steno)
Secretary (Steno)
Secretary (Steno)
Secretary (Steno)
Courier
Courier
Courier

25X1C

NEW OFFICE TOTALS

APPROVAL

The I/O changes listed above are hereby approved. Please make changes on office new machine printed I/O page(s) is

Chief, Class. & Wage Div.
TITLE

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~ NO CHANGE AUTHORIZATION

~~CONFIDENTIAL~~

OFFICE OR STAFF

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OFFICE OF THE DIRECTOR

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63

Page 1 of 2 Pages

DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
OFFICE OF THE DIRECTOR CABLE SECRETARIAT AND MESSAGE CENTER Delete all positions			OFFICE OF THE DIRECTOR CABLE SECRETARIAT AND MESSAGE CENTER OFFICE OF THE CABLE SECRETARY				
	25X1C		Sctr Of-Chief Sctr Of-Asst Chief Sctr Of-Exec Adm Assistant Secretary-Steno				25X1C
			WATCH OFFICER STAFF				
			Watch Officer				
			REVIEWING OFFICER GROUP				
			Cable Analyst				
			DISTRIBUTION, TYPING AND PROOFING SECTION				
			Cable Analyst Cable Analyst				25X1C
			Clerk				

NEW OFFICE TOTALS

APPROVAL

The I/O changes listed above are hereby approved. Please make changes on office new machine printed I/O page(s) is

Chief, Class. & Wage Div.

TITLE

OFFICE OR STAFF OFFICE OF THE DIRECTOR			OFFICE REQUEST DATE CONFIDENTIAL		APPROVAL DATE WAR 9 1951		CONTROL NO. 63		Page 2 of 2 Pages	
DELETIONS			ADDITIONS			NET CHANGE		ORGANIZATION		
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)			
			<u>TYPING AND PROOFING UNIT</u>				25X1C			
			Clerk Typist-Sup							
			Clerk Typist-Sup							
			Clerk Typist-Sup							
			Clerk Typist							
			<u>TOP SECRET SECTION</u>							
			Cable Analyst							
			Cable Analyst							
			<u>REPRODUCTION, MAIL AND FILE SECTION</u>							
			Mail and File Sup							
			Mail and File Sup							
			Mail and File Sup							
			Mail and File Sup							
			Mail and File Clk				25X1C			
Action necessitated in order to bring titles and codes in conformity with the Occupational Handbook of Classification Titles and Codes. Does not affect T/O strength.			<u>COURIER UNIT</u>							
			Courier							
			Courier							
NEW OFFICE TOTALS			APPROVAL							
T/O strength 25X9A2			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.							
			Chief, Class. & Wage Div.							
			TITLE							